

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JANUARY 29, 2010

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS STRAINER	CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
GIRARD	CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING
STEC	WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
VANNESS	SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT & TRAINING
TAYLOR	MARGARET SING-SMITH, DIRECTOR OF YOUTH BUREAU
BENTLEY	DENISE DiRESTA, DIRECTOR OF VETERANS' SERVICES
	JOAN SADY, CLERK OF THE BOARD
	KEVIN GERAGHTY, BUDGET OFFICER
COMMITTEE MEMBER ABSENT:	SUPERVISOR McDEVITT
SUPERVISOR SOKOL	SUPERVISOR THOMAS
	PATRICIA AUER, DIRECTOR OF PUBLIC HEALTH
	TODD LUNT, DIRECTOR OF HUMAN RESOURCES
	DON LEHMAN, THE POST STAR
	JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Strainer called the meeting of the Human Services Committee to order at 9:35 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the minutes of the November 30 , 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Bill Resse, Director, Employment and Training Administration (ETA), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the agenda review, Mr. Resse presented a request to amend Resolution No. 419 of 2009 to clarify the terms of the Memorandum of Understanding (MOU) for the Saratoga-Warren-Washington workforce area, which included a cost allocation plan for the period July 1, 2009 through June 30, 2010, and would remain in effect until a written modification was made to include a 90 day termination clause.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to amend Resolution No. 419 of 2009 as outlined above, and the necessary resolution was authorized for the February 19, 2009 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Resse presented a request to transfer funds within various codes for a total amount of \$39,000 to reflect the use of stimulus funds which would align the budget with planned expenditures, and he noted the detailed resolution request form was included with the Agenda.

Motion was made by Mr. Taylor, seconded by Mr. Bentley and carried unanimously to approve the request

to transfer of funds as outlined above, and to refer same to the Finance Committee. A copy of the request for Transfer of Funds is on file with the minutes.

The third request presented by Mr. Resse pertained to the renewal of the lease agreement with the New York State Department of Labor (NYS DOL), for the term January 1, 2010 through December 31, 2015 at a maximum rate of \$42,869, which would increase the rate referenced in Resolution No. 802 of 2009.

Mr. Stec entered the meeting at 9:37 a.m.

Mr. Resse apprised that the lease agreement with the NYS DOL had expired December 31, 2009 and he stated that he had received written notification this week which reflected a rate increase at the Northway Plaza location. He explained that the State had not profited from the lease and charged the fair share of the costs which, he pointed out, had been less than the fair share value in the past. Mr. Strainer noted the centrality and accessibility of the Queensbury Office versus the third floor of the Human Services Building. Mr. VanNess expressed concern relative to a rate increase and Mr. Resse recounted that in June of 2009, he had agreed, at the request of the County, that the ETA and the DOL remain in Northway Plaza. Mr. Resse stated that he informed the DOL of the decision, commencing production of the new lease agreement. Initially, Mr. Resse stated, the DOL indicated there would be no change in the terms of the agreement; however, he noted, the final agreement had indicated an increase. It was consensus of the Committee to await further details of the agreement prior to making a decision regarding the lease for ETA Office space. Mr. Resse apprised that the ETA had a separate agreement with NYS for the phone system for which he was awaiting details.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to table the request to renew the ETA's lease with the NYS DOL.

Addressing the impact of the State budget reductions, Mr. Resse apprised that NYS discretionary TANF (Temporary Assistance for Needy Families) funds had been received for several years and were sent directly to the Department of Social Services (DSS), who made the necessary distributions. He noted there were \$95,000 in total funds last year with \$87,000 allocated for the Summer Youth Program. Mr. Resse stated that the tone was hopeful with regard to restored funding.

The Annual Job Discovery Career Fair held at Adirondack Community College (ACC), Mr. Resse announced, would take place on March 18, 2010 from 10:00 a.m. to 5:00 p.m. and included workshops.

Regarding employment services for job-seekers at the One-Stop Center, Mr. Resse summarized the information sheet included with the Agenda.

A new item, Mr. Resse expounded, was The Smart Resume Matching Service whereby resume's entered into the smart service system would cause the automatic compilation of job leads from the State Job Bank which would be sent to the individual's email address. He reported that as of December 2009, 650 individuals had

participated, with a total of approximately 11,000 leads. Relative to other ETA services, Mr. Resse reported that over 55 individuals were currently in training, GED assistance was available, and testing activities required by the DSS and the local Office of the United States Census Bureau were also carried out at the Center. He noted that a discussion with the Adirondack Regional Chamber of Commerce had taken place regarding planning for a session which would highlight the success stories of laid-off employees in the community. Additionally, he said, planning was underway for a presentation pertaining to the Center for Economic Growth (CEG) and Global Foundries.

That concluded the Employment & Training portion of the meeting. Privilege of the floor was extended to Candace Kelly, Director of the Office for the Aging, who distributed copies of her Agenda to Committee members, a copy of which is on file with the minutes.

Agenda Item 1, Mrs. Kelly stated, was a request to extend the contract with EISEP (Expanded In Home Service for the Elderly), for the period April 1, 2010 through March 31, 2011 as itemized in Schedule "A", for a total amount not to exceed \$338,452.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to extend the contract with EISEP as outlined above and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly presented a request to extend the contract with Community Services of Warren County, for the period from April 1, 2010 through March 31, 2011, as itemized on Schedule "A", for a total amount not to exceed \$64,410. She noted that one change in the contract had reduced funding for the Association for the Blind from \$8,500 to \$6,000.

Motion was made by Mr. Taylor, seconded by Mr. Bentley and carried unanimously to approve the request to extend the contract with Community Services as outlined above and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Agenda Item 3, Mrs. Kelly stated was a request for a new contract with Clements Firm to provide legal services in excess of the allowable funding limits in the IIIB contract, for the period April 1, 2010 through March 31, 2011, for a total amount not to exceed \$2,000. She noted that the funds were already included in the budget.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request to contract with Clements Firm as outlined above and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly stated that Agenda Item 4 was a request for approval to appoint members of the Warren-Hamilton Counties Office for the Aging Advisory Council Membership for 2010 as listed in the Agenda.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the request to appoint members of the OFA Advisory Council as outlined above, and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly presented a request to extend the contract with the Greater Glens Falls Senior Citizens Center, Inc., for the administration of the Health Insurance Information Counseling and Assistance Program (HIICAP), for the period April 1, 2010 through March 31, 2011, for a total amount not to exceed \$8,500.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the request to extend the contract with the Greater Glens Falls Senior Citizens Center, Inc., as outlined above and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly requested permission to fill two vacant positions of Food Service Helper and she explained that these were not new positions and would be filled internally, with the 25 hour per week Food Service Worker position having been eliminated. She noted the two positions as follows:

- Food Service Helper, Base salary of \$23,298, Part-time 30 hours per week, Employee No. 11264, due to promotion.
- Food Service Helper, Base salary of \$23, 298, Part-time 35 hours per week, Employee No. 10355, due to resignation.

Motion was made by Mr. Taylor, seconded by Mr. Stec and carried unanimously to approve the two vacant positions of Food Service Workers as outlined above and to refer same to the Personnel Committee. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Next, Mrs. Kelly presented a request to extend the contract with the Warren/Hamilton Counties Action Committee for Economic Opportunity (A.C.E.O.), Inc., for services provided by the Weatherization Referral and Packaging (WRAP) Program, for the period April 1, 2010 through March 31, 2011, for a total amount not to exceed \$7,375.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request to extend the contract with the Warren/Hamilton Counties A.C.E.O., Inc., as outlined above and the necessary resolution was authorized for the February 19, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Kelly confirmed her retirement effective March 1, 2010 and she cited the idea that had been raised for the DSS to absorb the OFA function. Mrs. Kelly summarized Federal regulations which stated that the OFA should exist as a single organizational unit with a qualified Director and adequate staff; the concept of

having a separate unit of County government to serve senior citizens stemmed from the very root of the Older Americans Act under which the OFA served; it was recognized that older persons needed a separate and identifiable agency to which they and their caregiver's could turn and receive service and information in a dignified and personalized manner. Further summarizing Federal Regulations, she stated that the assertion that the community based needs of at-risk elderly can be met without the aging networks' separate identities had been disproved by history; aging network services were critical for the elderly in order to maintain themselves and prevent deterioration that could lead to more costly services. She said the OFA programs were instrumental in enabling the elderly to remain in their homes as long as possible. She noted that older persons have showed a preference for dealing with the OFA, versus other agencies associated with public welfare which carried stigmas. Mrs. Kelly pointed out the growing aged population with citizens living longer which further evidenced the need for specific services. With an outstanding OFA staff currently in place, she said it was her recommendation and belief that the elderly of the community must be considered as a separate entity from Social Services recipients.

Mr. Strainer apprised that a discussion was held prior to today's meeting and it was decided to proceed to fill the position of Director of the OFA.

Privilege of the floor was extended to Pat Auer, Director of Public Health, who expressed on behalf of the Public Health Department, full support for maintaining a separate Office for the Aging.

Joan Sady, Clerk of the Board, stated that a salary must be established in order to refer the request to the Personnel Committee, and she summarized the salary comparison sheet for OFA Directors in other Counties. Mrs. Kelly reported her current salary to be \$64,000 with 35 years of service to the County. Responding to Mr. Taylor, Christie Sabo, Fiscal Manager, stated that her salary was the next highest in the Department at \$47,000. Following a discussion it was the consensus of the Committee to set the Director salary at \$52,000.

Mrs. Kelly presented a request to fill the vacant position of Director of the OFA, base salary of \$52,000, Employee No. 1258, due to retirement.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request to fill the vacant position of Director as outlined above and to refer same to the Personnel Committee. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mrs. Sady read the Civil Service description of qualifications for the position which required, but was not limited to, a masters degree and significant experience in the Social Sciences and Public Health fields.

Mr. VanNess thanked Mrs. Kelly for the many years of outstanding and dedicated service to the elderly of Warren County. As a true advocate for the aged, Mr. Taylor applauded Mrs. Kelly's dedication to the County. Mr. Girard cited the many individuals, agencies and programs for which Mrs. Kelly's efforts were evident such as the local Fire Departments and the Meals on Wheels program. He also noted her efforts

relative to accessibility for the handicapped population. Furthermore, he said, that a community was judged by the manner in which it cared for its elderly and Mrs. Kelly's efforts served that end. He asserted that the entire Department was a credit to the community.

Privilege of the floor was extended to Margaret Smith, Director of the Youth Bureau, who distributed copies of the Agenda to Committee members, a copy of which is on file with the minutes.

Ms. Smith stated that she was working with the DSS and Probation to finalize the Plan Update for New York State which would be sent out within the next two weeks.

Regarding the 2009 fiscal claims, Ms. Smith urged all municipalities to file 2009 fiscal claims for youth recreation and services as soon as possible.

Ms. Smith requested permission to co-sponsor the 2010 Annual Youth Leadership Summit to be held on March 17, 2010 at ACC, to include students in grades 8 through 12 from Warren and Washington Counties, with Warren County responsible for the cost of food.

Motion was made by Mr. Taylor, seconded by Mr. Bentley and carried unanimously to approve the request to host the 2010 Annual Youth Leadership Summit as outlined above. A copy of the Request to Host Meeting or Conference is on file with the minutes.

Ms. Smith presented a request to transfer funds from Code No. A.7312 470 - Contract, to Code No. A.7312 445 - Foods, in the amount of \$200 to be used for the 2010 Annual Youth Leadership Summit. She noted that the budget was 100% State funded.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve the request to transfer funds as outlined above and to refer same to the Finance Committee. A copy of the request for Transfer of Funds is on file with the minutes.

Pertaining to the 2010 State Youth Funds, Ms. Smith apprised that notification of the funding amounts had been received. She explained there was a new process in which the County worked with the Towns and agencies to file funding applications which required approval by the County prior to submission to the State. She said that the Warren County Youth Bureau would receive approximately \$94,000, with \$34,000 for municipal youth programs. The balance, she stated, would be used for selected programming, such as the Youth Court, and the Alternative Sentencing and Mentoring Programs. The Warren County Youth Advisory Board, she stated, must be formed in order for the Youth Bureau to operate. Ms. Smith explained that the existence of the Youth Bureau directly affected funding. In the absence of a Youth Bureau, she noted, the municipalities would receive \$25,000 to be distributed based on population, and alternatively, with the Youth Bureau in place, small Towns would be able to access additional funds.

Ms. Smith acknowledged the decision to place the Youth Bureau under the Department of Social Services.

Mr. Strainer stated that it was his understanding that the necessary application relative to the reorganization had been sent to the State. Ms. Smith stated that the paperwork had not been forwarded to the State and due process would begin with the Department of Child and Family Services.

Mr. VanNess and Mr. Girard recommended that the issue be referred to the County Attorney for identification of any possible caveats. Mr. Girard added that input from Sheila Weaver, Commissioner of the DSS, also be obtained. Mr. Strainer stated that he would speak to the County Attorney regarding the matter.

Privilege of the floor was extended to Denise DiResta, Director of Veterans Services, who informed the Committee that the contractual portion of the Veterans Agency's budget had been reduced to less than the amount allocated for the year 1989, when the former Director began his post.

Mr. Strainer stated that Ms. DiResta had experienced a significant backlog of filing which was exacerbated by the elimination of the Office support position in December 2009. He explained that Ms. DiResta, as the sole Department staff, must answer all incoming phone calls averaging 27 per day and tend to the general office duties such as filing, while carrying out the duties of the Director. Referring to the list of clerical tasks included with the Agenda, Ms. DiResta pointed out that all of the duties listed were clerical in nature, and interfered with her duties as Director, such as claims processing and counseling.

A discussion ensued regarding methods to address the backlog which included recruiting County employees as volunteers to assist with the effort or to offer increased hours for part-time County staff to assist in the Veterans' Services Office. Mr. Geraghty felt that the primary cause of the backlog was the relocation of the Office and its contents and he suggested an effort be crafted to make the Office functional and settled.

Ms. DiResta expounded that in addition to the increased traffic due to curiosity about the new Office, there were three new presumptives for Agent Orange which would increase claims, a new pilot program with the City of Glens Falls to audit tax credit for Veterans, new claims for 2010, an increase in disability benefits, and an increase in the number of phone calls, which had precipitated her request for Office support. She asserted that under the current circumstances, her Office could regress in terms of service levels, instead of raising expectations and outcomes as a Veteran-friendly Office as put forth by the NYS Division of Veterans Affairs (DVA) for all Counties.

Mr. VanNess noted there was a part-time staff member in the Office of Emergency Services and asked about the possibility of offering hours to part-time County staff. Mr. Strainer cautioned that a full-time position would result in benefits compensation. Mr. Stec acknowledged the need for assistance and he asserted that sharing staff via the evaluation of existing clerical resources was the preferred method in order to avoid the creation of new positions and remain fiscally vigilant. Responding to Mr. Geraghty, JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, confirmed that the County Attorney was in the process of reviewing job classifications.

Ms. DiResta added that funding from NYS had increased to \$864,000 in 2009, and she informed that her Office housed a NYS Veterans Counselor 2 days per week. She stated that it would be cost prohibitive to hire temporary staff.

Discussion ensued and Mr. Thomas suggested consideration of a clerical floater position(s). Mr. Strainer noted that during Ms. DiResta's necessary training sessions, or earned leave times, the Office was not staffed. Mr. Girard interjected that due to the fact that the issue had not been addressed during the 2010 budget preparation process, a budget line item had not been approved for same. Mr. VanNess recommended that Department Heads be notified of the need for staff assistance in the Veterans' Services Office.

There being no further business before the Human Services Committee, on motion by Mr. VanNess and seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 10:50 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist